

Adding final course grades to students' records

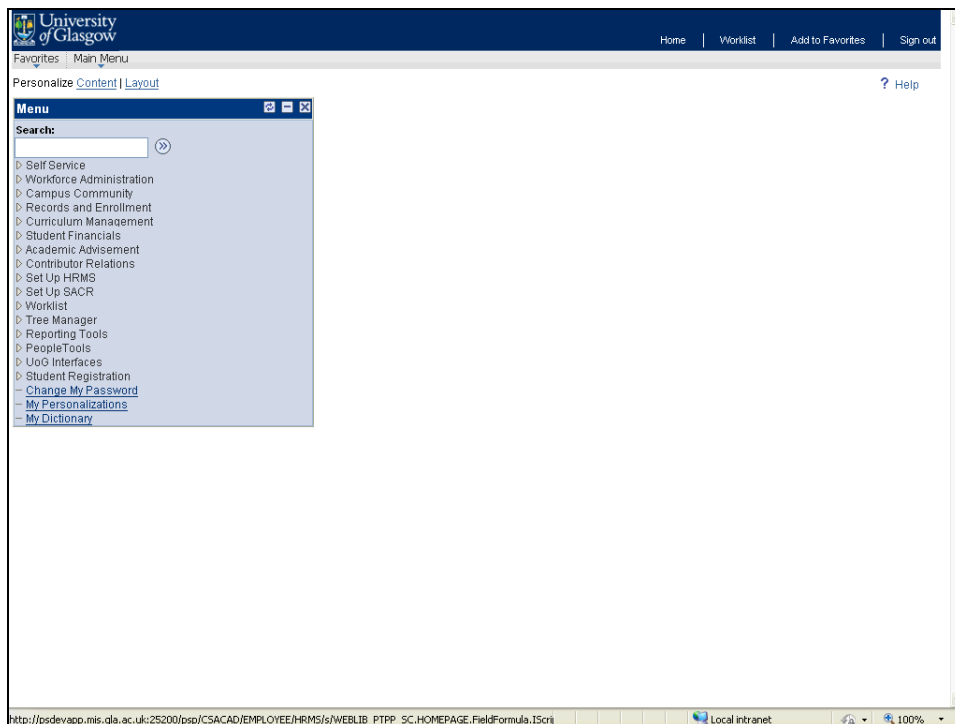
Introduction


This job aid explores how final courses grades are added to students’ records.

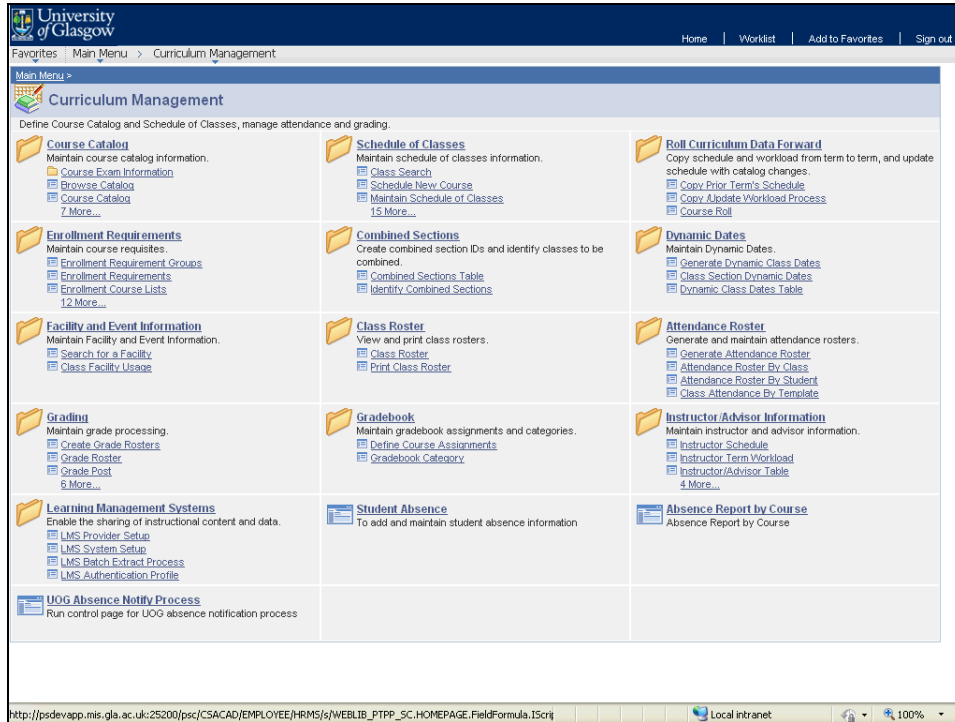
Context

Adding final course grades for students is a two step process in MyCampus. Firstly, the grades are added to the grade roster for that course, then reviewed and approved. Once approved, the second step is to “post” the grades to the students’ records. When the grades are posted students’ statistics such as GPA and credits earned will update and students will be able to see their grades in their Student Center.

Step	Action
1.	<p><u>Overview</u></p> <p>In this demonstration final course grades will be added for all students enrolled in ECON 2002.</p> <p>The first step is to add student grades to the roster and to then approve the roster. This includes creating the grade roster, adding student grades either directly into MyCampus or by uploading a spreadsheet with the appropriately formatted grade data, and then approving the grades. At this stage the grades are not visible to students and are not counted towards GPA, Term Statistics or in Academic Advisement reports.</p> <p>The second step is to post the grades. Grade rosters can be posted on an individual course basis or via a batch process for a specified Subject or School. In this demonstration the grade roster will be posted for the individual course ECON 2002.</p>



2.	<p>Click the Curriculum Management link.</p> <p></p>
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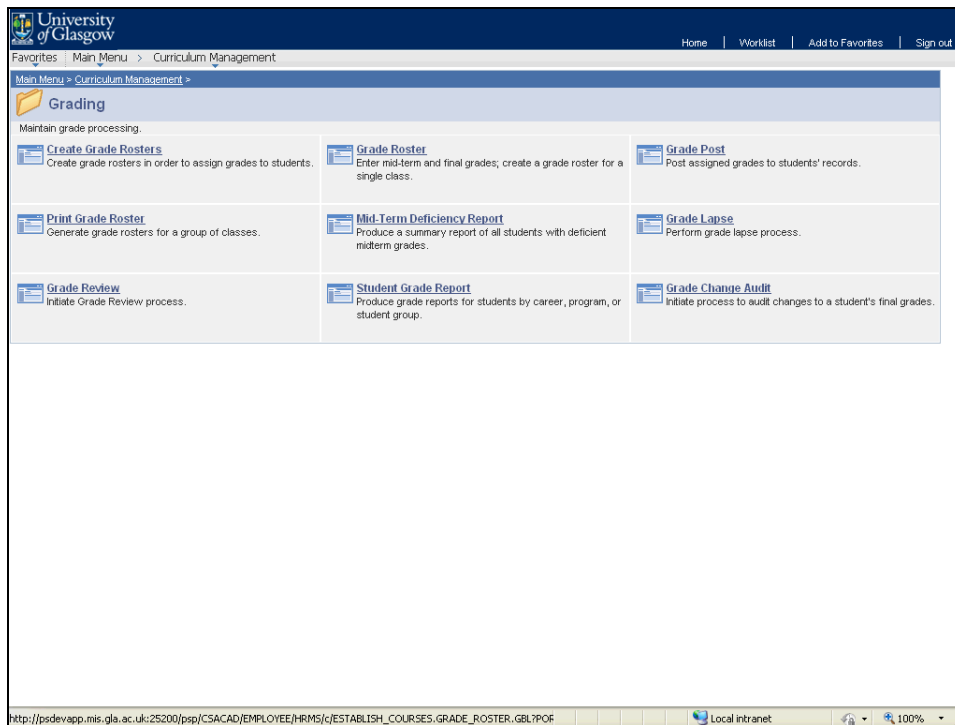


The screenshot shows the 'Curriculum Management' main menu. The 'Grading' link is highlighted in blue. Below the screenshot, the URL is provided: http://psdevapp.mis.gla.ac.uk:25200/psp/CSACAD/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScrip

3.

Click the **Grading** link.

Grading



The screenshot shows the 'Grading' menu. The 'Grade Roster' link is highlighted in blue. Below the screenshot, the URL is provided: http://psdevapp.mis.gla.ac.uk:25200/psp/CSACAD/EMPLOYEE/HRMS/s/ESTABLISH_COURSES.GRADE_ROSTER.GBL?POF

4.

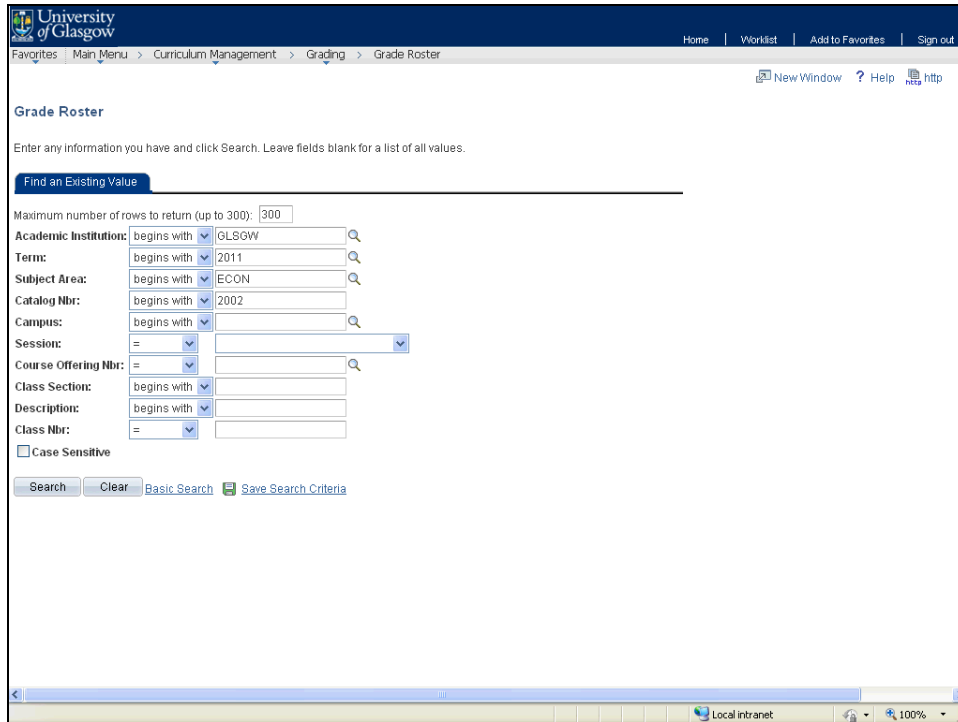
Click the **Grade Roster** link.

Grade Roster

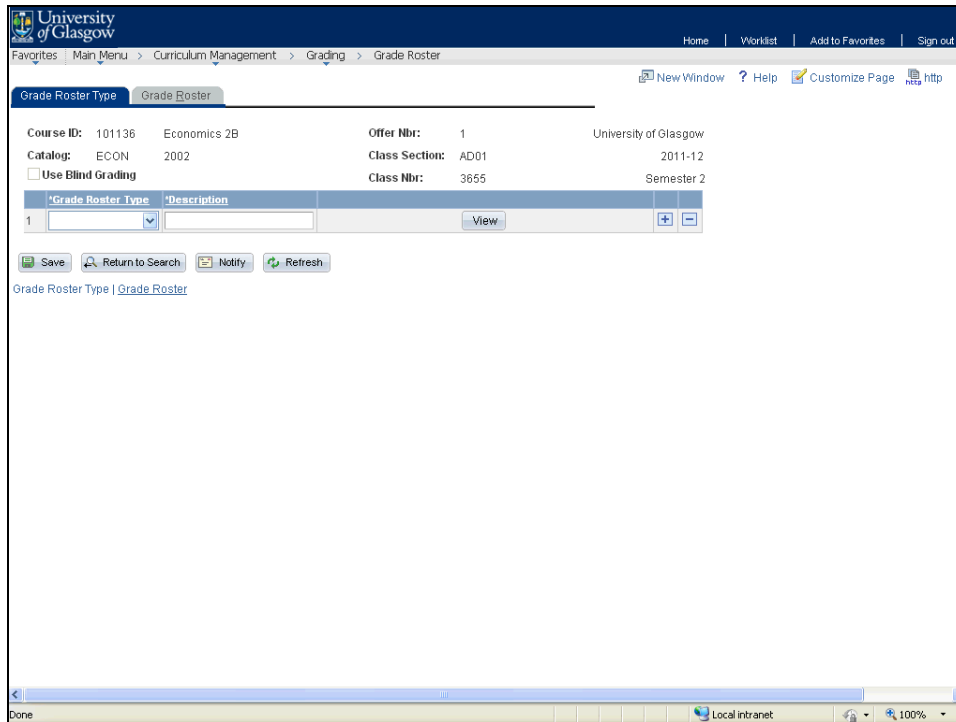
5.


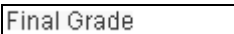
Click in the **Term** field.

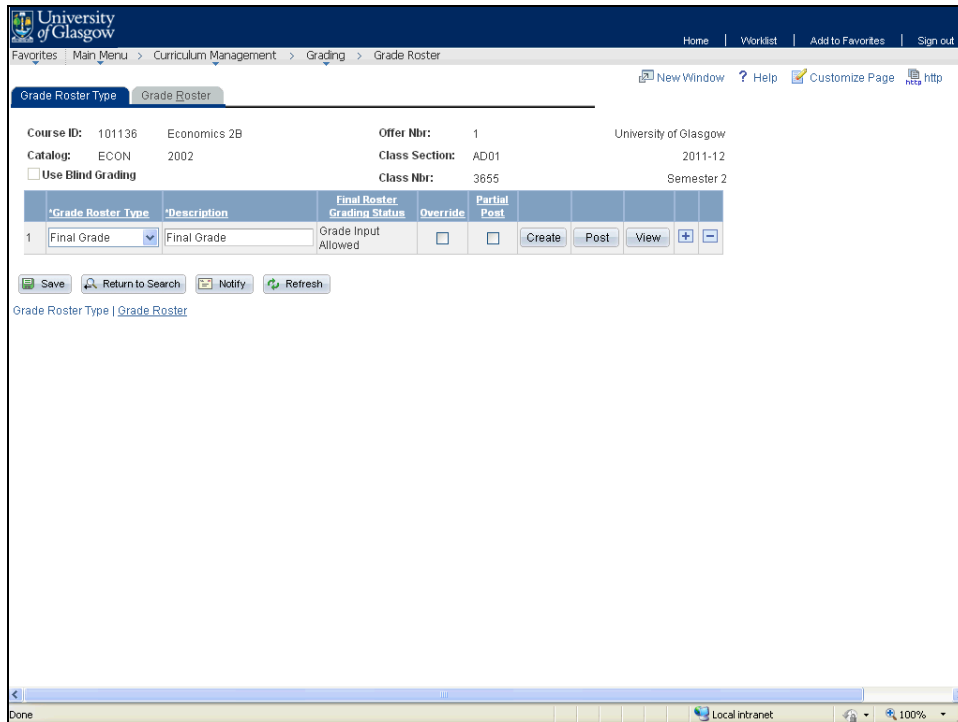
6.	Enter the desired information into the Term field. Enter "2011".
7.	Click in the Subject Area field. <input type="text"/>
8.	Enter the desired information into the Subject Area field. Enter "ECON".
9.	Click in the Catalog Nbr field. <input type="text"/>
10.	Enter the desired information into the Catalog Nbr field. Enter "2002".



11.	Click the Search button. <input type="button" value="Search"/>
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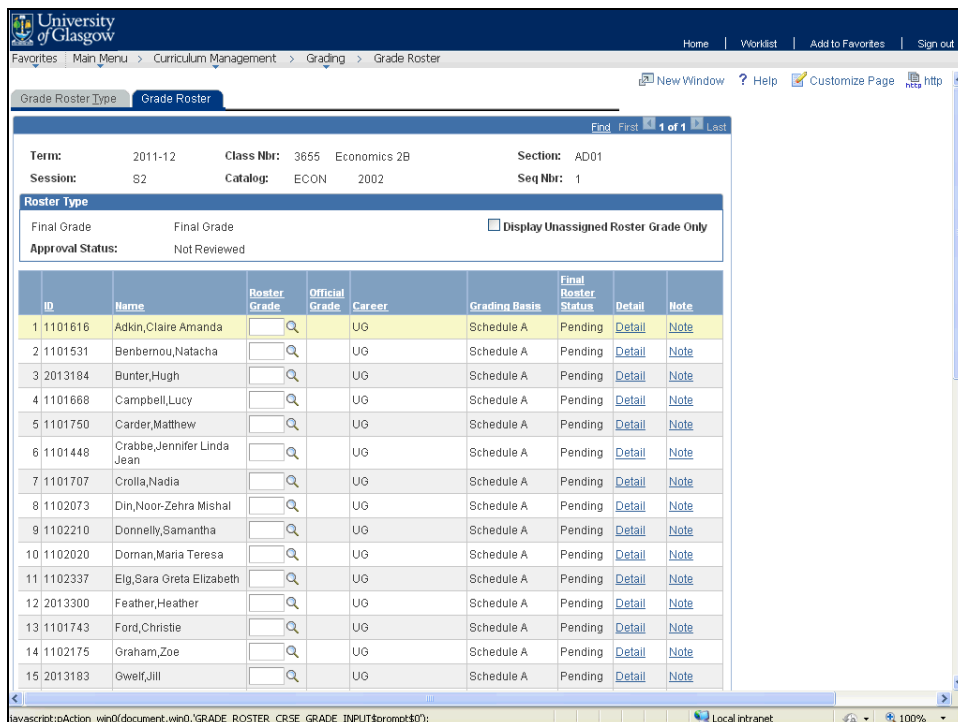
12.	<p>The first step is to create a grade roster. As well as class sections such as lectures, tutorials etc., each course in MyCampus has an "admin" section, usually with the class section code AD01.</p> <p>The admin sections have been set up to be the "graded" component for courses i.e. the component to which final grades are attached.</p> <p>When creating the grade roster the class section will always default to be the graded component of the course. In this example the Class Section is AD01.</p>
13.	<p>Select the Grade Roster Type by clicking on the dropdown arrow.</p> 
14.	<p>To add final course grades click the Final Grade option.</p> 




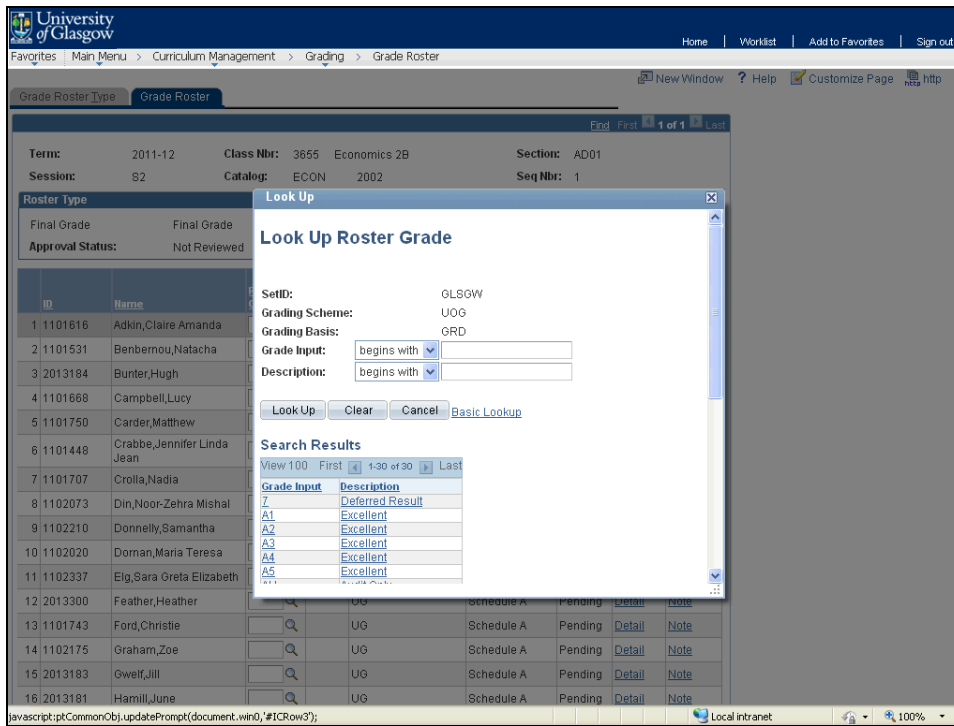
15.

When the Create button is clicked the grade roster will be created and will list all students enrolled on the course.

Click the **Create** button.



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| 16. | <p>Grades can either be added manually, student by student or the complete grade roster can be downloaded as a spreadsheet, grades added to the spreadsheet and then uploaded back into MyCampus.</p> <p>In this next step a grade will be added manually for a student.</p> |
| 17. | <p>Click the Look up Roster Grade button.</p>  |



University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu | Curriculum Management | Grading | Grade Roster
 New Window | Help | Customize Page | http

Grade Roster Type | Grade Roster
 Find First 1 of 1 Last

Term: 2011-12 Class Nbr: 3655 Economics 2B Section: AD01
 Session: S2 Catalog: ECON 2002 Seq Nbr: 1

Roster Type: Final Grade
 Approval Status: Not Reviewed

ID	Name
1 1101616	Adkin,Claire Amanda
2 1101531	Benbemou,Natacha
3 2013184	Bunter,Hugh
4 1101668	Campbell, Lucy
5 1101750	Carder, Matthew
6 1101448	Crabbe, Jennifer Linda Jean
7 1101707	Crolla, Nadia
8 1102073	Din, Noor-Zehra Mishal
9 1102210	Donnelly, Samantha
10 1102020	Doman, Maria Teresa
11 1102337	Elg, Sara Greta Elizabeth
12 2013300	Feather, Heather
13 1101743	Ford, Christie
14 1102175	Graham, Zoe
15 2013183	Gwelf, Jill
16 2013181	Hamill, June

Look Up Roster Grade


SetID: GLSGW
 Grading Scheme: UOG
 Grading Basis: GRD
 Grade Input: begins with []
 Description: begins with []

Look Up | Clear | Cancel | Basic Lookup

Search Results
 View 100 First 1-30 of 30 Last

Grade Input	Description
7	Deferred Result
A1	Excellent
A2	Excellent
A3	Excellent
A4	Excellent
A5	Excellent

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- | | |
|-----|--|
| 18. | <p>Click the A3 link.</p>  |
|-----|--|

University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Curriculum Management > Grading > Grade Roster

Grade Roster Type | **Grade Roster** | New Window | Help | Customize Page | http

Find First 1 of 1 Last

Term: 2011-12 Class Nbr: 3855 Economics 2B Section: AD01
 Session: S2 Catalog: ECON 2002 Seq Nbr: 1

Roster Type
 Final Grade: Final Grade Display Unassigned Roster Grade Only
 Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1101816	Adkin,Claire Amanda	A3		UG	Schedule A	Pending	Detail	Note
2 1101531	Benbernou,Natacha			UG	Schedule A	Pending	Detail	Note
3 2013184	Bunter,Hugh			UG	Schedule A	Pending	Detail	Note
4 1101668	Campbell, Lucy			UG	Schedule A	Pending	Detail	Note
5 1101750	Carder,Matthew			UG	Schedule A	Pending	Detail	Note
6 1101448	Crabbe,Jennifer Linda Jean			UG	Schedule A	Pending	Detail	Note
7 1101707	Crolla,Nadia			UG	Schedule A	Pending	Detail	Note
8 1102073	Din,Noor-Zehra Mishal			UG	Schedule A	Pending	Detail	Note
9 1102210	Donnelly,Samantha			UG	Schedule A	Pending	Detail	Note
10 1102020	Doman,Maria Teresa			UG	Schedule A	Pending	Detail	Note
11 1102337	Elg,Sara Greta Elizabeth			UG	Schedule A	Pending	Detail	Note
12 2013300	Feather,Heather			UG	Schedule A	Pending	Detail	Note
13 1101743	Ford,Christie			UG	Schedule A	Pending	Detail	Note
14 1102175	Graham,Zoe			UG	Schedule A	Pending	Detail	Note
15 2013183	Gwelf,Jill			UG	Schedule A	Pending	Detail	Note

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19.

Click the **Save** button.



University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Curriculum Management > Grading > Grade Roster

Grade Roster Type | Grade Roster | Download Grade Roster | Upload Grades | Error Log

16 2013181	Hamil,June			UG	Schedule A	Pending	Detail	Note
17 1102263	Hamilton,Amy			UG	Schedule A	Pending	Detail	Note
18 1101970	Jackson,Rosannah Sophie Lucinda			UG	Schedule A	Pending	Detail	Note
19 1101834	Lally,Maria			UG	Schedule A	Pending	Detail	Note
20 1102200	Lawson,Hannah Jane			UG	Schedule A	Pending	Detail	Note
21 1100013	McCallum,Eadie Murray			UG	Schedule A	Pending	Detail	Note
22 1101762	McClelland,Ruth Catherine			UG	Schedule A	Pending	Detail	Note
23 1101933	Miller,Nicola Heather			UG	Schedule A	Pending	Detail	Note
24 1101717	Nutkins,Phillippa Rose Caroline			UG	Schedule A	Pending	Detail	Note
25 1101609	Pimentil,Iona Joy			UG	Schedule A	Pending	Detail	Note
26 1101784	Reid,Katie			UG	Schedule A	Pending	Detail	Note
27 2013165	Smith,Pete			UG	Schedule A	Pending	Detail	Note
28 2013166	Smyke,Sam			UG	Schedule A	Pending	Detail	Note
29 1101935	Spear,Caitlin			UG	Schedule A	Pending	Detail	Note
30 1100009	Stewart,Megan			UG	Schedule A	Pending	Detail	Note
31 1102202	Underwood,Iona			UG	Schedule A	Pending	Detail	Note
32 2013176	Waffle,Jolly			UG	Schedule A	Pending	Detail	Note
33 1101736	Wardrope,Gillian			UG	Schedule A	Pending	Detail	Note
34 1101908	Williamson,Lisa Jane			UG	Schedule A	Pending	Detail	Note

Save | Return to Search | Notify | Refresh

Grade Roster Type | Grade Roster

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20.

This step looks at how to download the grade roster, add grades and then upload back into MyCampus. Grade rosters download as an MS Excel .xls file with the file name defaulting to the format as shown below:

Subject_Catalog Number_Academic Year.xls
ECON_2002_2011.xls

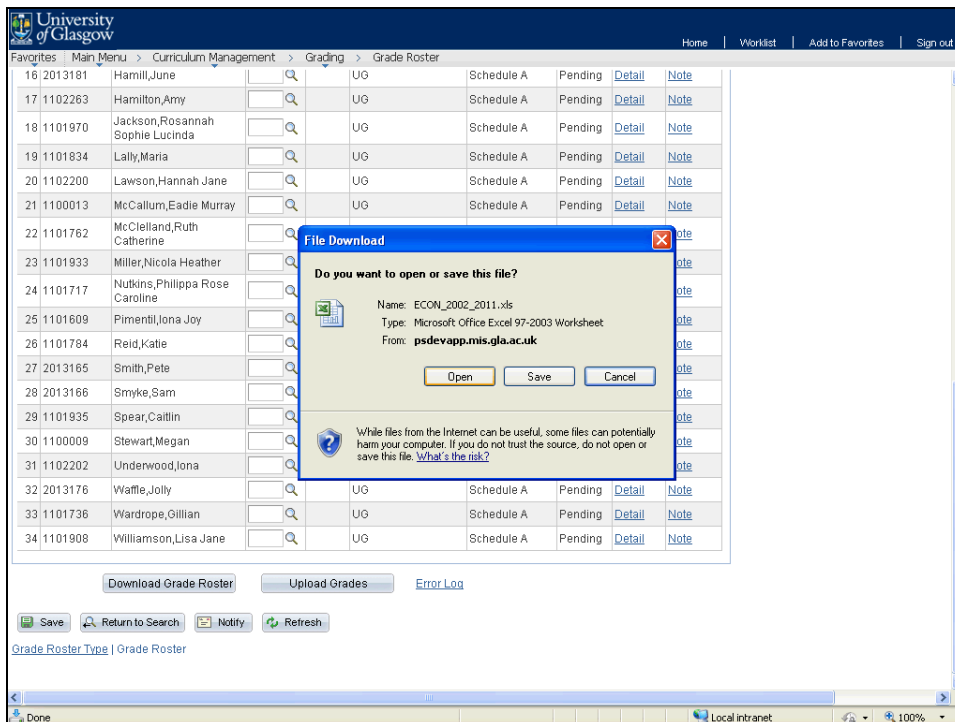
Before uploading a completed roster it must be saved as a .csv file with the same name format.

ECON_2002_2011.csv

21.

Click the **Download Grade Roster** button.

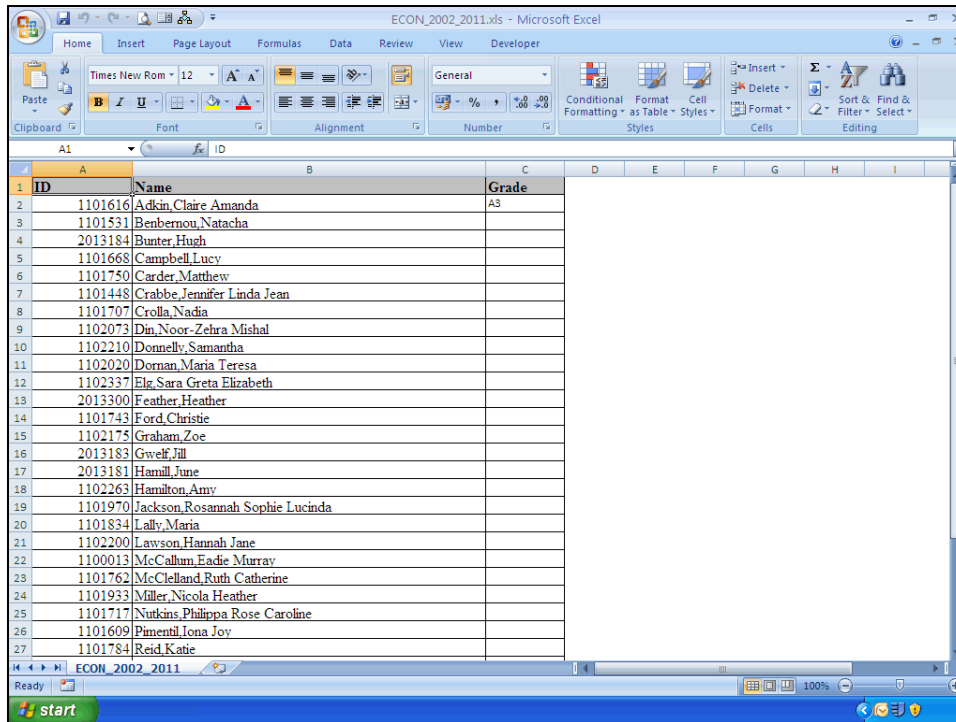
Download Grade Roster



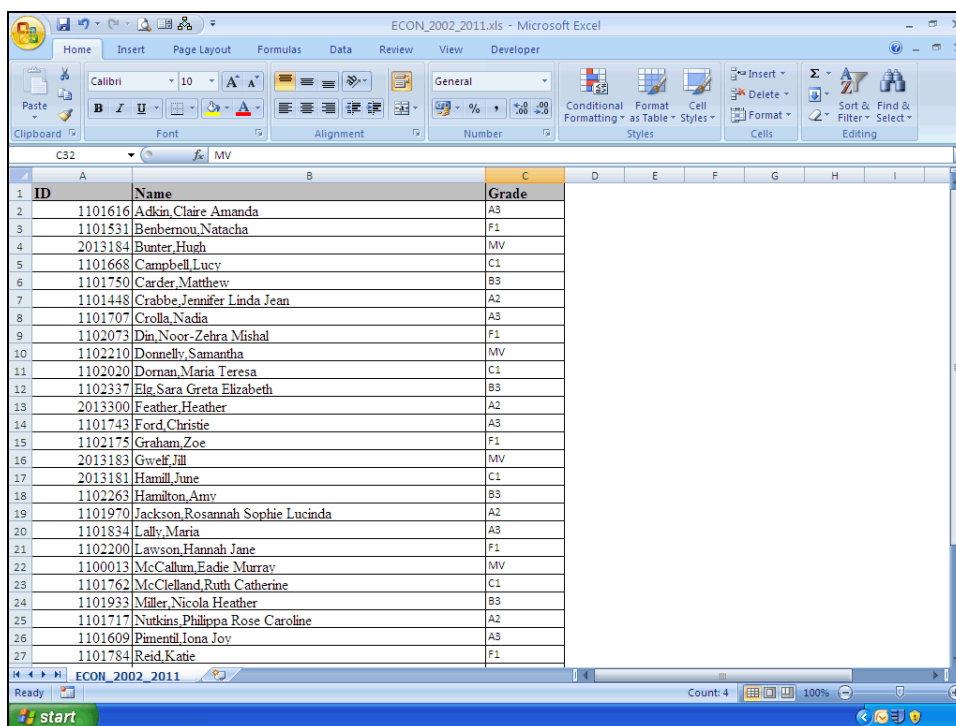
22.

Click the **Open** button.

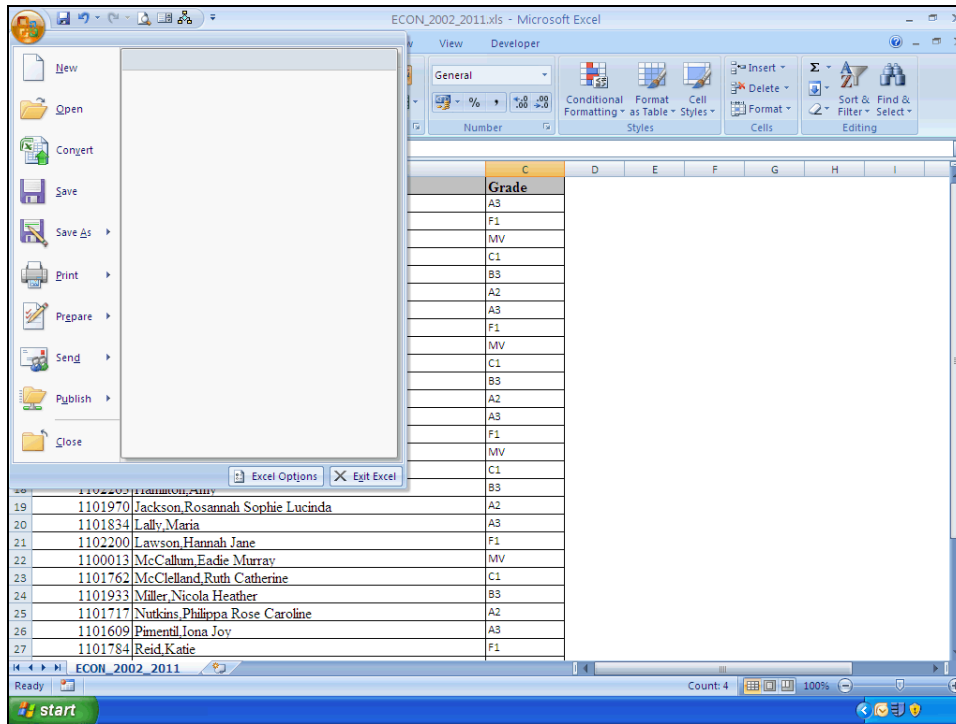
Open



- | | |
|-----|---|
| 23. | <p>The spreadsheet will contain any grades already added for students</p> <p>Click into the Grade cells and add grades for students.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> |
| 24. | <p>When all grades have been added to the roster it is saved in a .csv file format.</p> |

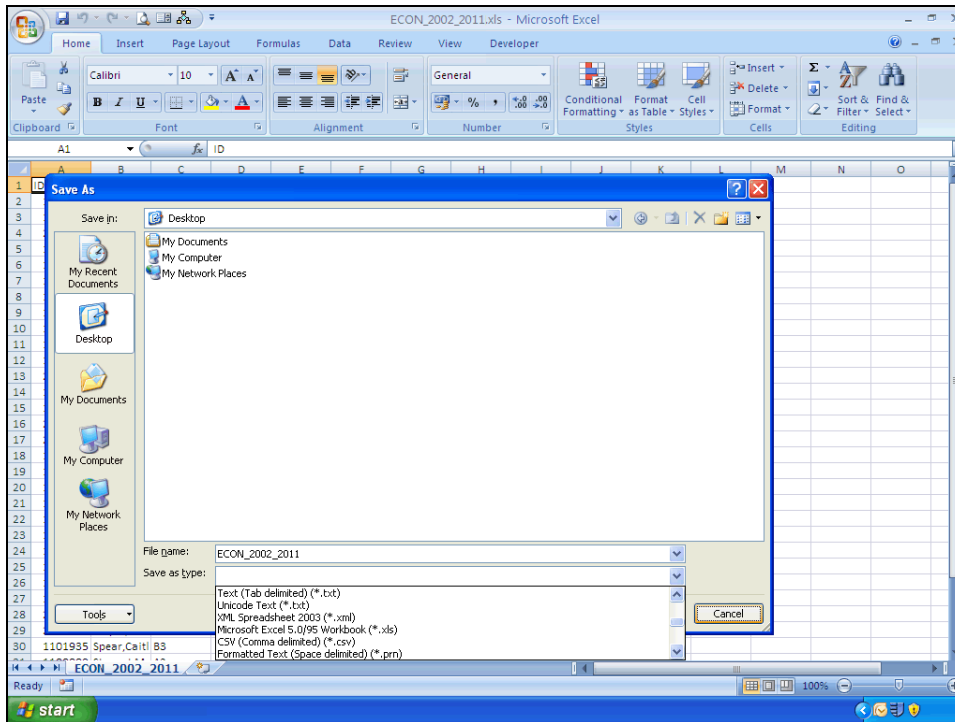


25. For this operating system, click the **Office** button.

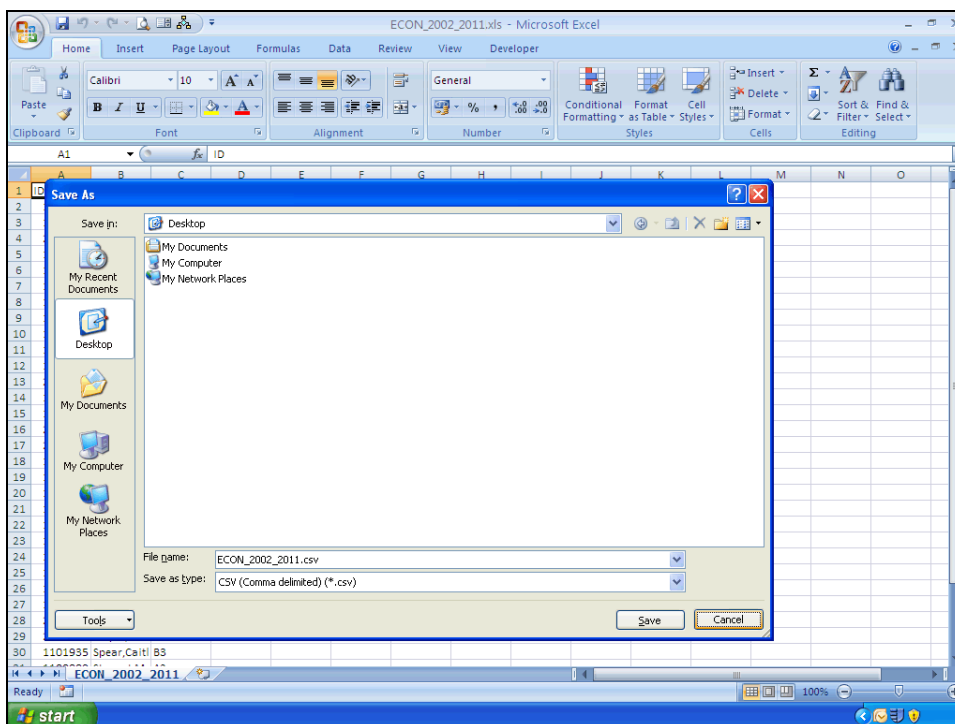


26. Click the **Save As** menu option.

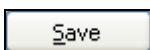




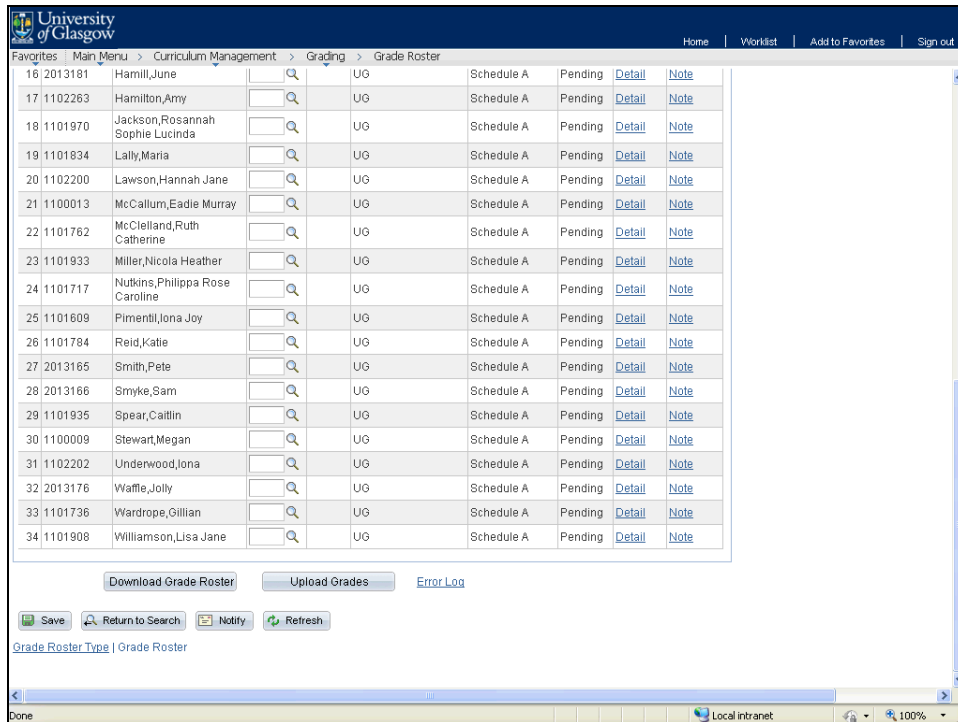
29.

Click the **CSV (Comma delimited) (*.csv)** list item.

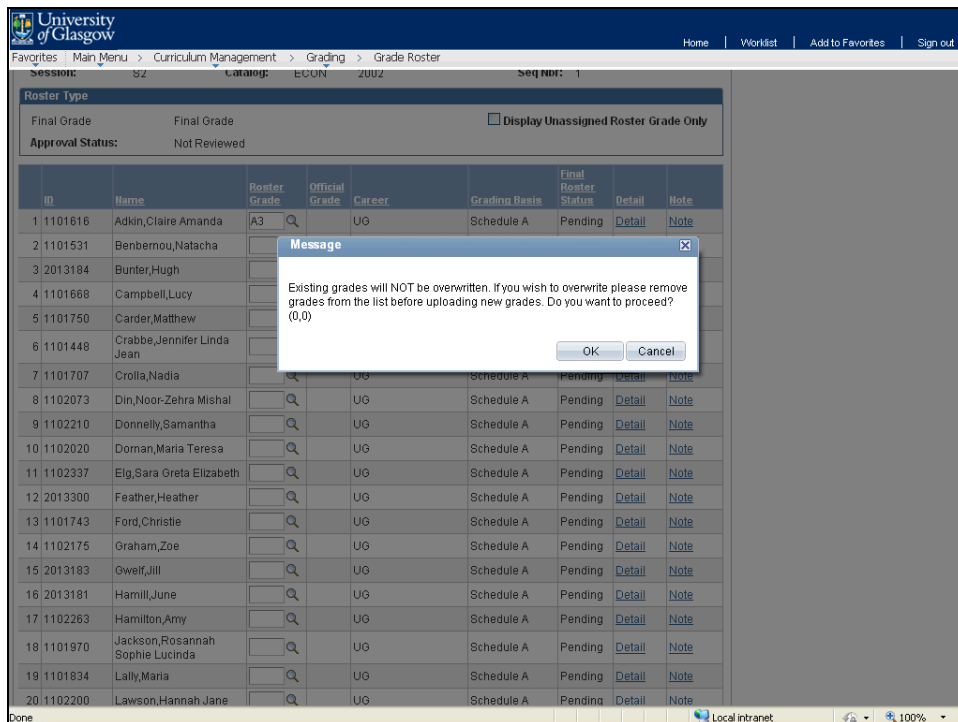
30.

Click the **Save** button.

31. The grade roster can now be uploaded back into MyCampus.



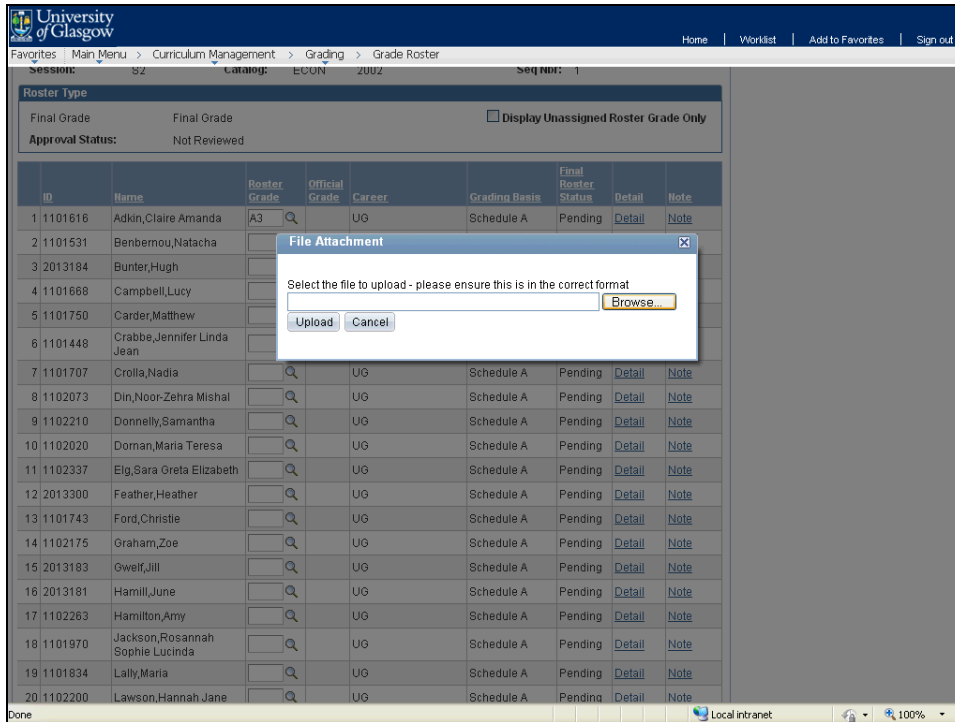
32. Click the **Upload Grades** button.



33.

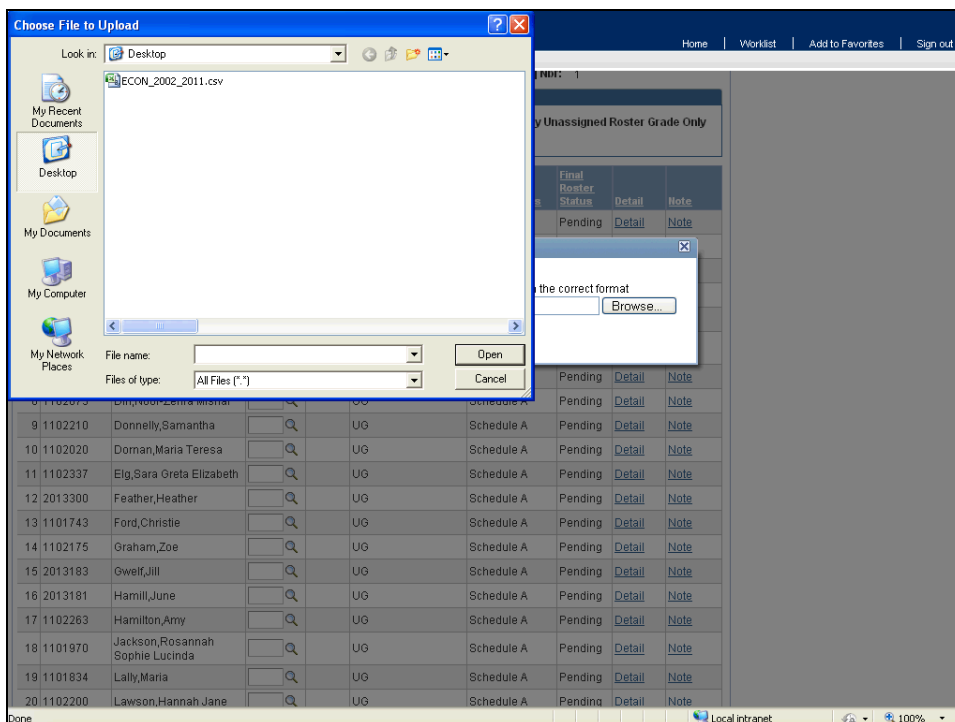
If any students already have a grade assigned to them, the roster upload will not override those grades.

Click the **OK** button to upload.

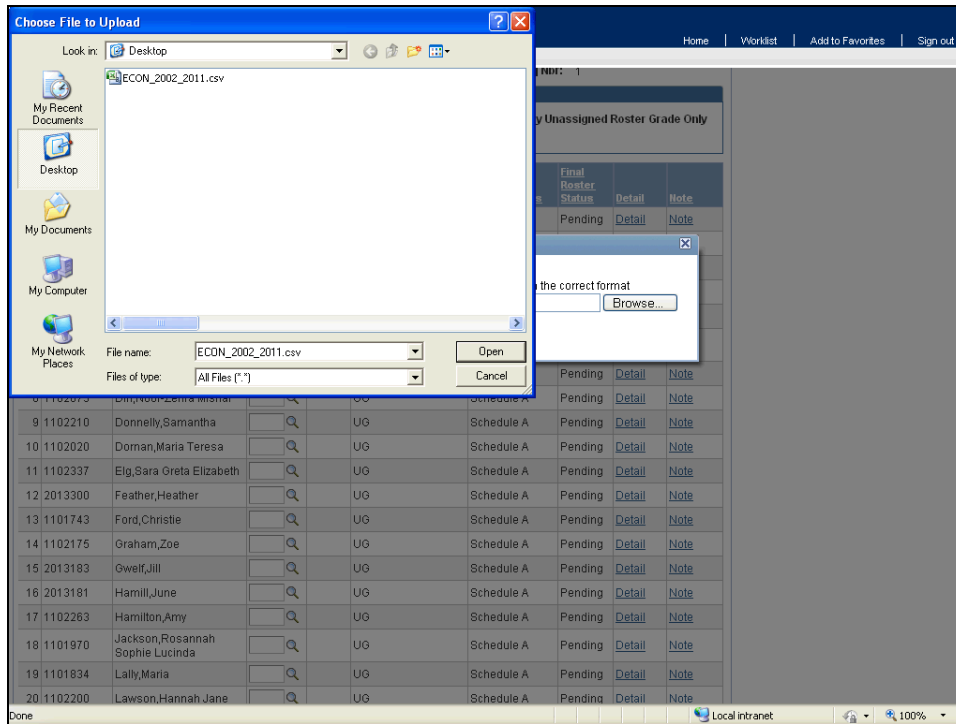


34.

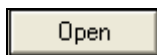
Click the **Browse** button.

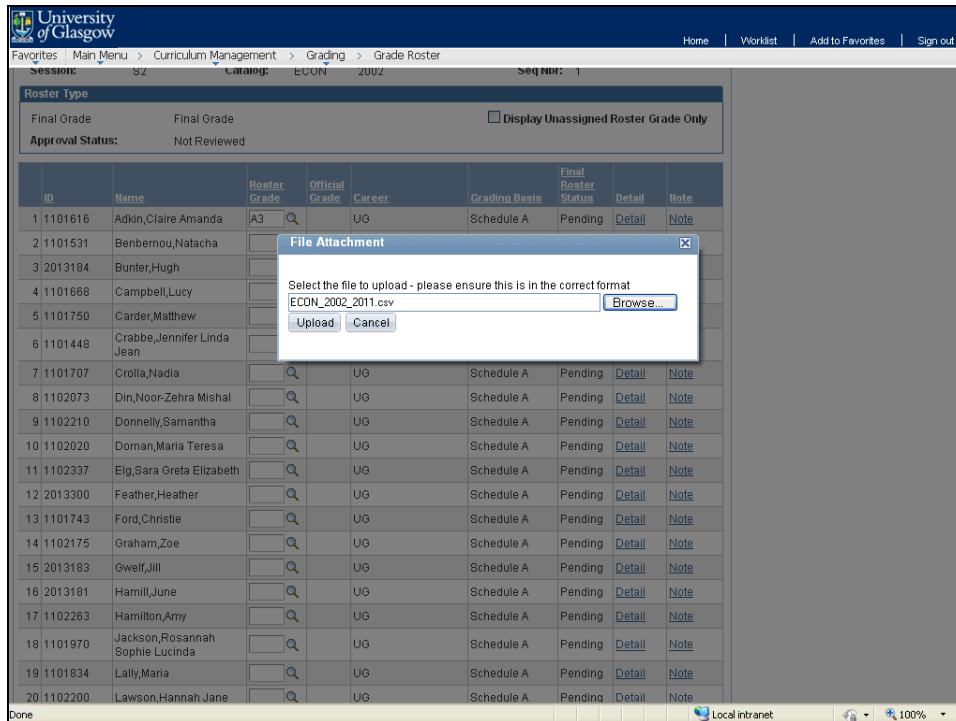


35. Click the **ECON_2002_2011.csv** list item.



36. Click the **Open** button.





University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Curriculum Management > Grading > Grade Roster
 Session: 52 Catalog: ECUN 2002 Sequ: 1

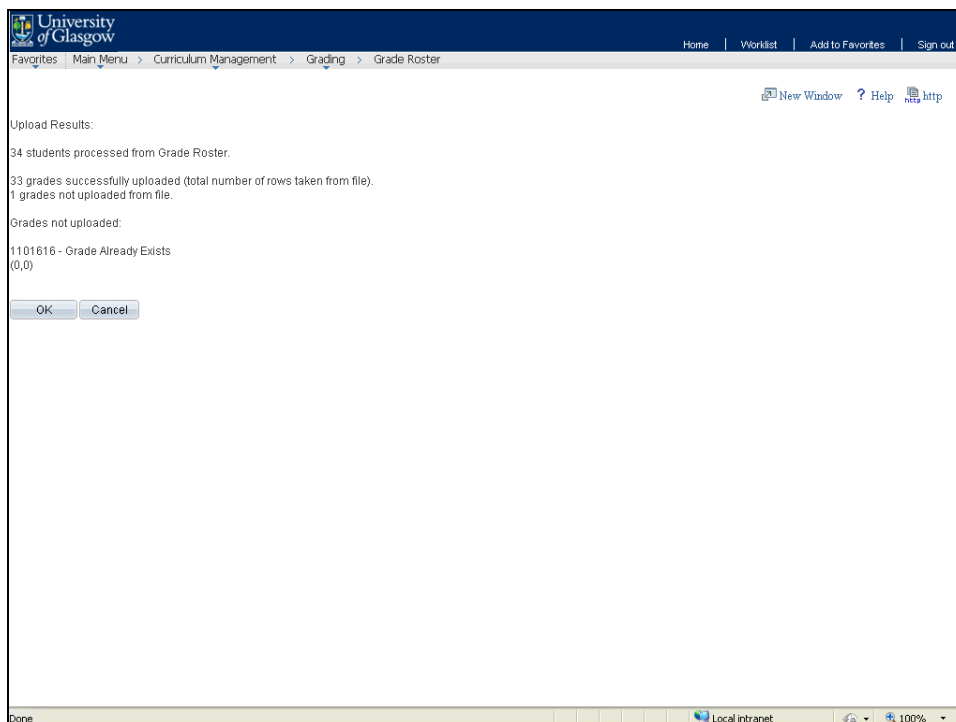
Roster Type
 Final Grade Final Grade Display Unassigned Roster Grade Only
 Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1101616	Adkin,Claire Amanda	A3		UG	Schedule A	Pending	Detail	Note
2 1101531	Benbernou,Natacha							
3 2013184	Bunter,Hugh							
4 1101668	Campbell, Lucy							
5 1101750	Carder, Matthew							
6 1101448	Crabbe, Jennifer Linda Jean							
7 1101707	Crolla, Nadia			UG	Schedule A	Pending	Detail	Note
8 1102073	Din, Noor-Zehra Mishal			UG	Schedule A	Pending	Detail	Note
9 1102210	Donnelly, Samantha			UG	Schedule A	Pending	Detail	Note
10 1102020	Dorman, Maria Teresa			UG	Schedule A	Pending	Detail	Note
11 1102337	Eig, Sara Greta Elizabeth			UG	Schedule A	Pending	Detail	Note
12 2013300	Feather, Heather			UG	Schedule A	Pending	Detail	Note
13 1101743	Ford, Christie			UG	Schedule A	Pending	Detail	Note
14 1102175	Graham, Zoe			UG	Schedule A	Pending	Detail	Note
15 2013183	Gwelf, Jill			UG	Schedule A	Pending	Detail	Note
16 2013181	Hamill, June			UG	Schedule A	Pending	Detail	Note
17 1102263	Hamilton, Amy			UG	Schedule A	Pending	Detail	Note
18 1101970	Jackson, Rosannah Sophie Lucinda			UG	Schedule A	Pending	Detail	Note
19 1101834	Lally, Maria			UG	Schedule A	Pending	Detail	Note
20 1102200	Lawson, Hannah Jane			UG	Schedule A	Pending	Detail	Note

Done Local intranet 100%

37.

 Click the **Upload** button.

University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Curriculum Management > Grading > Grade Roster
 New Window ? Help http

Upload Results:
 34 students processed from Grade Roster.
 33 grades successfully uploaded (total number of rows taken from file).
 1 grades not uploaded from file.

Grades not uploaded:
 1101616 - Grade Already Exists
 (0,0)

OK Cancel

Done Local intranet 100%

38.

 Click the **OK** button.



University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster Type | Grade Roster

Find First 1 of 1 Last


Term: 2011-12 Class Nbr: 3655 Economics 2B Section: AD01
 Session: S2 Catalog: ECON 2002 Seq Nbr: 1

Roster Type

Final Grade: Final Grade Display Unassigned Roster Grade Only
 Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1101616	Adkin,Claire Amanda	A3		UG	Schedule A	Pending	Detail	Note
2 1101531	Benbernou,Natacha	F1		UG	Schedule A	Pending	Detail	Note
3 2013184	Bunter,Hugh	MV		UG	Schedule A	Pending	Detail	Note
4 1101668	Campbell,Lucy	C1		UG	Schedule A	Pending	Detail	Note
5 1101750	Carder,Matthew	B3		UG	Schedule A	Pending	Detail	Note
6 1101448	Crabbe,Jennifer Linda Jean	A2		UG	Schedule A	Pending	Detail	Note
7 1101707	Crolla,Nadia	A3		UG	Schedule A	Pending	Detail	Note
8 1102073	Din,Noor-Zehra Mishal	F1		UG	Schedule A	Pending	Detail	Note
9 1102210	Donnelly,Samantha	MV		UG	Schedule A	Pending	Detail	Note
10 1102020	Doman,Maria Teresa	C1		UG	Schedule A	Pending	Detail	Note
11 1102337	Elg,Sara Greta Elizabeth	B3		UG	Schedule A	Pending	Detail	Note
12 2013300	Feather,Heather	A2		UG	Schedule A	Pending	Detail	Note
13 1101743	Ford,Christie	A3		UG	Schedule A	Pending	Detail	Note
14 1102175	Graham,Zoe	F1		UG	Schedule A	Pending	Detail	Note
15 2013183	Gwelf,Jill	MV		UG	Schedule A	Pending	Detail	Note

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- 39. Grades have now been added for all students on the grade roster.
The grade roster must be approved before the grades can be posted.
- 40. Click the **Grade Roster Type** tab.


University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster Type | Grade Roster


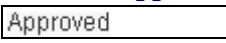
Course ID: 101136 Economics 2B Offer Nbr: 1 University of Glasgow
 Catalog: ECON 2002 Class Section: AD01 2011-12
 Use Blind Grading Class Nbr: 3655 Semester 2

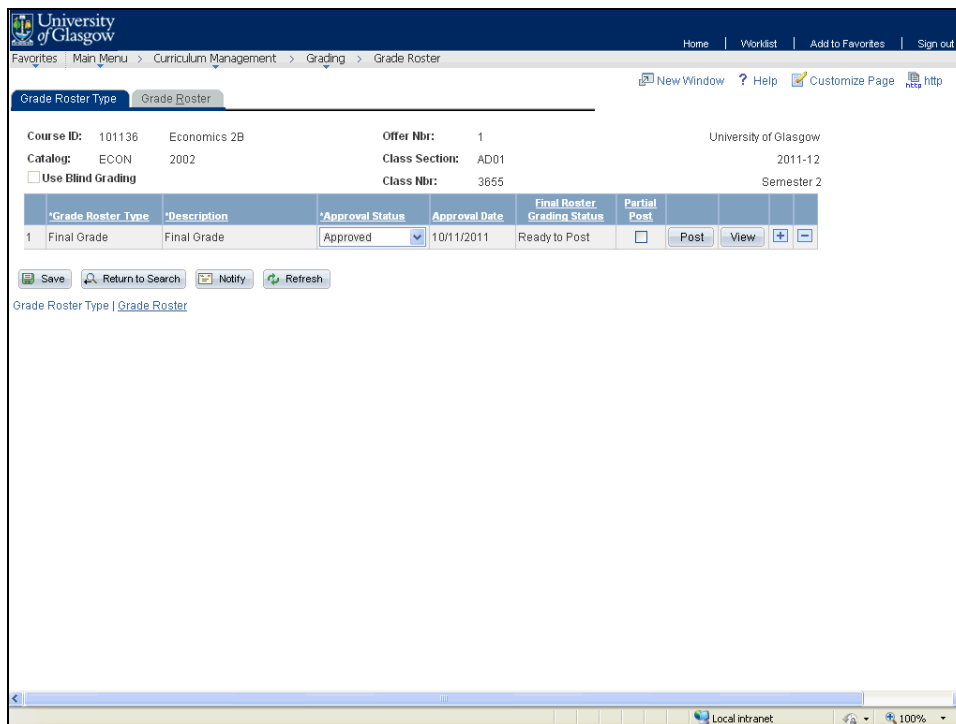
*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post				
1	Final Grade	Final Grade	Not Reviewed	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create	Post	View

Save | Return to Search | Notify | Refresh

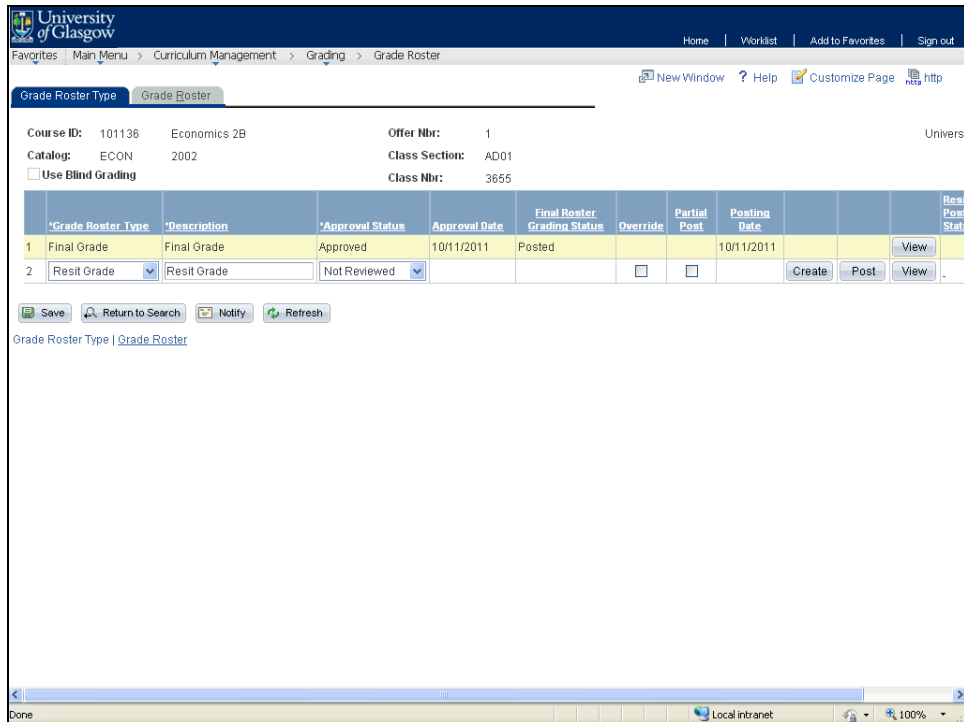
Grade Roster Type | Grade Roster

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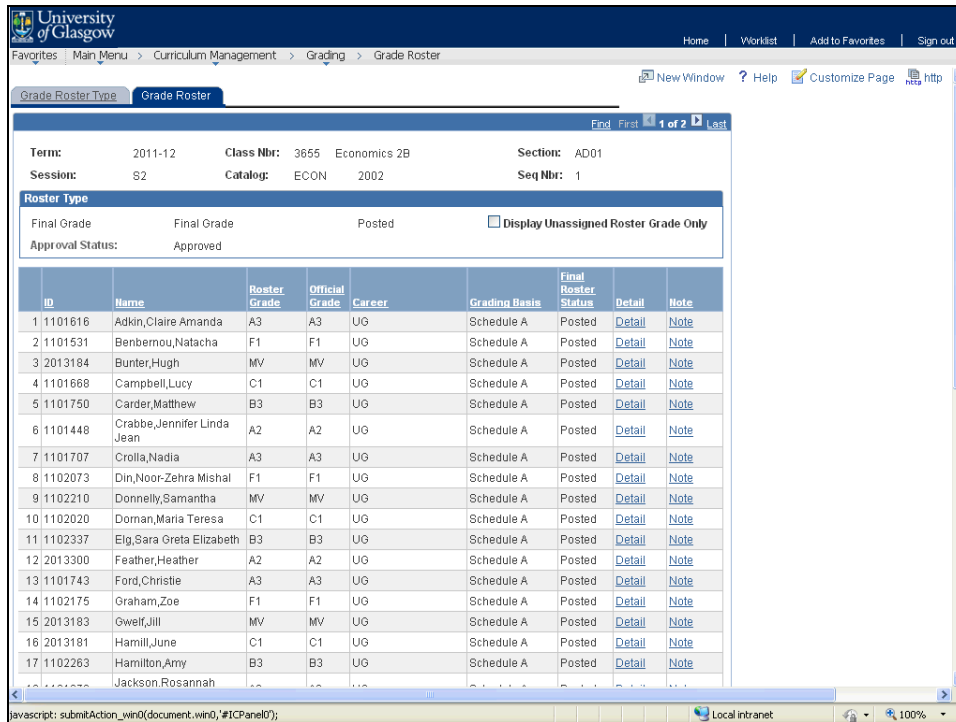
41.	To change the Approval Status to approved click the dropdown arrow. 
42.	Click the Approved list item. 
43.	<p>The grade roster is now ready to post. Rosters can either be posted individually or they can be posted as a "batch" of rosters, for example, rosters for all courses in a specific subject area or for a particular School. In this demonstration the grade roster will be posted individually.</p> <p>If not all students on the roster have a grade assigned to them the Partial Post option must be ticked before posting. In this example all students have a grade assigned.</p>



44.	Click the Post button. 
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<p>45.</p>	<p>Two results are displayed for this post. The Final Grade roster is displayed with the status Posted and the option to View only.</p> <p>A Resit Grade roster is also displayed with the option to add and post resit grades. The Resit roster will contain any students who are eligible for a resit.</p>
<p>46.</p>	<p>Click View to see the final grade roster.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">View</div>



University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu | Curriculum Management | Grading | Grade Roster

Grade Roster Type | **Grade Roster**

Find First 1 of 2 Last

Term: 2011-12 Class Nbr: 3855 Economics 2B Section: AD01
 Session: S2 Catalog: ECON 2002 Seq Nbr: 1

Roster Type

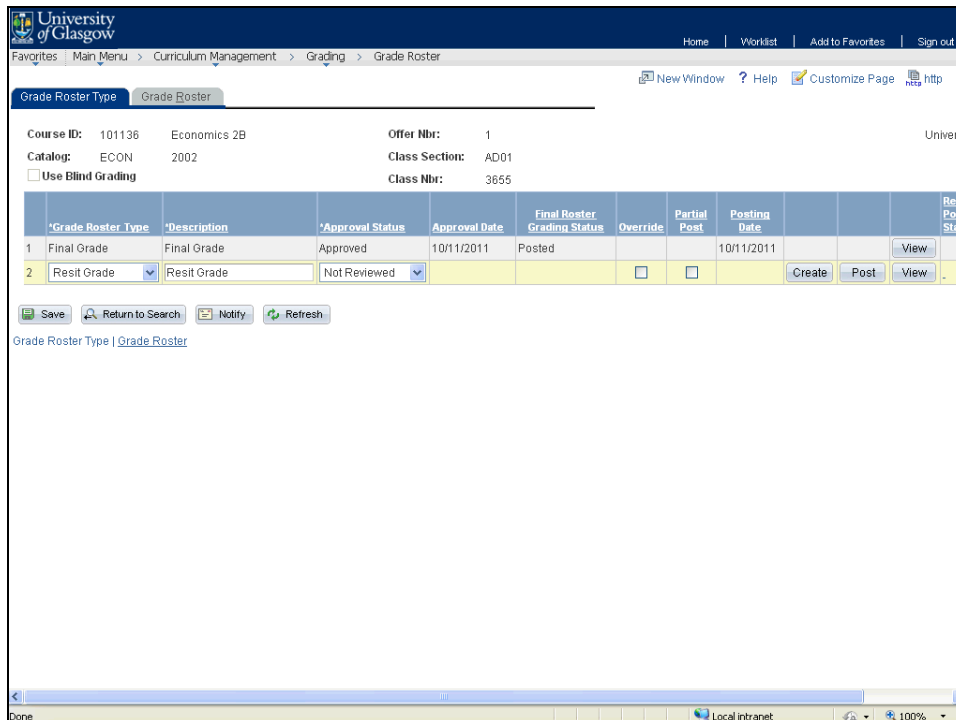
Final Grade Final Grade Posted Display Unassigned Roster Grade Only
 Approval Status: Approved

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1101816	Adkin,Claire Amanda	A3	A3	UG	Schedule A	Posted	Detail	Note
2 1101531	Benbennou,Natacha	F1	F1	UG	Schedule A	Posted	Detail	Note
3 2013184	Bunter,Hugh	MV	MV	UG	Schedule A	Posted	Detail	Note
4 1101688	Campbell, Lucy	C1	C1	UG	Schedule A	Posted	Detail	Note
5 1101750	Carder,Matthew	B3	B3	UG	Schedule A	Posted	Detail	Note
6 1101448	Crabbe,Jennifer Linda Jean	A2	A2	UG	Schedule A	Posted	Detail	Note
7 1101707	Crolla,Nadia	A3	A3	UG	Schedule A	Posted	Detail	Note
8 1102073	Din,Noor-Zehra Mishal	F1	F1	UG	Schedule A	Posted	Detail	Note
9 1102210	Donnelly,Samantha	MV	MV	UG	Schedule A	Posted	Detail	Note
10 1102020	Doman,Maria Teresa	C1	C1	UG	Schedule A	Posted	Detail	Note
11 1102337	Elg,Sara Greta Elizabeth	B3	B3	UG	Schedule A	Posted	Detail	Note
12 2013300	Feather,Heather	A2	A2	UG	Schedule A	Posted	Detail	Note
13 1101743	Ford,Christie	A3	A3	UG	Schedule A	Posted	Detail	Note
14 1102175	Graham,Zoe	F1	F1	UG	Schedule A	Posted	Detail	Note
15 2013183	Gwelf,Jill	MV	MV	UG	Schedule A	Posted	Detail	Note
16 2013181	Hamill,June	C1	C1	UG	Schedule A	Posted	Detail	Note
17 1102263	Hamilton,Amy	B3	B3	UG	Schedule A	Posted	Detail	Note
18 1102263	Jackson,Rosannah							

47.

The Final Grade roster displays the Roster Grade, the original grade awarded to a student, and the Official Grade, the "best" grade awarded to a student (where, for example, a student has had more than one attempt at the course).

Click the **Grade Roster Type** tab.

University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu | Curriculum Management | Grading | Grade Roster

Grade Roster Type | **Grade Roster**

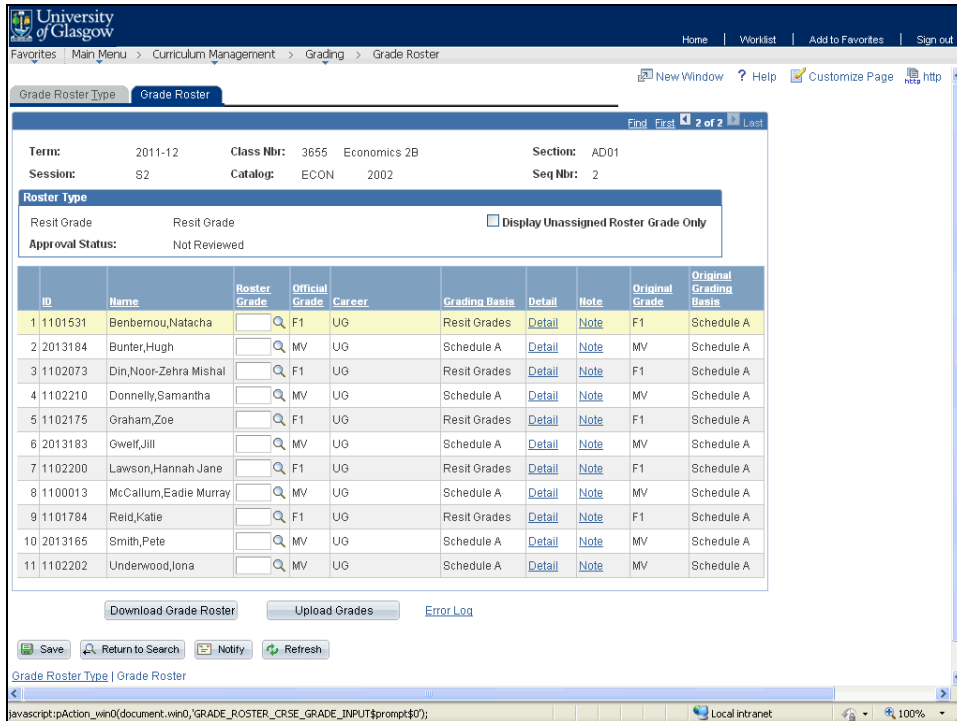
Course ID: 101136 Economics 2B Offer Nbr: 1 Univers
 Catalog: ECON 2002 Class Section: AD01
 Use Blind Grading Class Nbr: 3855

	*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Override	Partial Post	Posting Date	Best Post Status
1	Final Grade	Final Grade	Approved	10/11/2011	Posted			10/11/2011	View
2	Resit Grade	Resit Grade	Not Reviewed			<input type="checkbox"/>	<input type="checkbox"/>		Create Post View

Save Return to Search Notify Refresh

Grade Roster Type | Grade Roster

48. To see the Resit Grade roster click the **View** button.



University of Glasgow
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Curriculum Management > Grading > Grade Roster
 New Window | Help | Customize Page | http

Grade Roster Type: **Grade Roster** Find First 2 of 2 Last

Term: 2011-12 Class Nbr: 3655 Economics 2B Section: AD01
 Session: S2 Catalog: ECON 2002 Seq Nbr: 2

Roster Type: Resit Grade Display Unassigned Roster Grade Only
 Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note	Original Grade	Original Grading Basis
1 1101531	Benbermou, Natacha	<input type="text"/>	F1	UG	Resit Grades	Detail	Note	F1	Schedule A
2 2013184	Bunter, Hugh	<input type="text"/>	MV	UG	Schedule A	Detail	Note	MV	Schedule A
3 1102073	Din, Noor-Zehra Mishal	<input type="text"/>	F1	UG	Resit Grades	Detail	Note	F1	Schedule A
4 1102210	Donnelly, Samantha	<input type="text"/>	MV	UG	Schedule A	Detail	Note	MV	Schedule A
5 1102175	Graham, Zoe	<input type="text"/>	F1	UG	Resit Grades	Detail	Note	F1	Schedule A
6 2013183	Gweiff, Jill	<input type="text"/>	MV	UG	Schedule A	Detail	Note	MV	Schedule A
7 1102200	Lawson, Hannah Jane	<input type="text"/>	F1	UG	Resit Grades	Detail	Note	F1	Schedule A
8 1100013	McCaillum, Eadie Murray	<input type="text"/>	MV	UG	Schedule A	Detail	Note	MV	Schedule A
9 1101784	Reid, Katie	<input type="text"/>	F1	UG	Resit Grades	Detail	Note	F1	Schedule A
10 2013165	Smith, Pete	<input type="text"/>	MV	UG	Schedule A	Detail	Note	MV	Schedule A
11 1102202	Underwood, Iona	<input type="text"/>	MV	UG	Schedule A	Detail	Note	MV	Schedule A

Download Grade Roster Upload Grades Error Log

Save Return to Search Notify Refresh

Grade Roster Type | Grade Roster

javascript:ppAction_win0(document.win0).GRADE_ROSTER_CRSE_GRADE_INPUT\$prompt\$07; Local intranet 100%

49. The Resit Grade roster lists all students who are eligible to resit the course. Resit grades can be added once known.

50. **End of Procedure.**